

BROKER-IN-CHARGE ELIGIBILITY

Once a broker has been designated as a Broker-in-Charge (BIC) and has completed the 12-hour Broker-In-Charge Course, s/he becomes “***Broker-in-Charge Eligible (BIC Eligible)***” and may retain that eligibility indefinitely by...

1. renewing his/her broker license by June 30 every year, AND
2. completing the required four-hour Broker-in-Charge Update Course (BICUP) and a four-hour Commission-approved continuing education elective course by June 10 each year.

***BIC status and/or eligibility will be lost
if both renewal and continuing education are not timely completed every year.***

Benefit of *BIC Eligible* Status

The benefit of retaining BIC eligibility is that a BIC-eligible broker who steps down as an active BIC for any reason but maintains his/her BIC eligibility may subsequently reinstate his/her BIC status by simply filing a BIC Declaration form without having to again satisfy the basic BIC qualification requirements. In other words, this status allows a broker to remain “BIC eligible” even during periods when not actively serving as a BIC.

BICUP (Broker-in-Charge Update) Course

The BICUP course is a four-hour continuing education course written by the Commission and taught by the Commission’s approved Update instructors. Each year, the BICUP course will be comprised of all material being covered in the current year’s *General Update* course plus information intended solely for BICs and BIC-eligible brokers. The BICUP counts as four hours of continuing education Update credit for brokers who are brokers-in-charge or broker-in-charge eligible.

Only brokers who are designated on the Commission records as a broker-in-charge or broker-in-charge eligible are permitted to take the BICUP Course for continuing education credit. Licensees who are not brokers-in-charge or broker-in-charge eligible will not receive any continuing education credit if they take the BICUP Course.

Refer to [Commission Rule 58A.0110](#) for a full explanation of requirements for broker-in-charge status and eligibility.